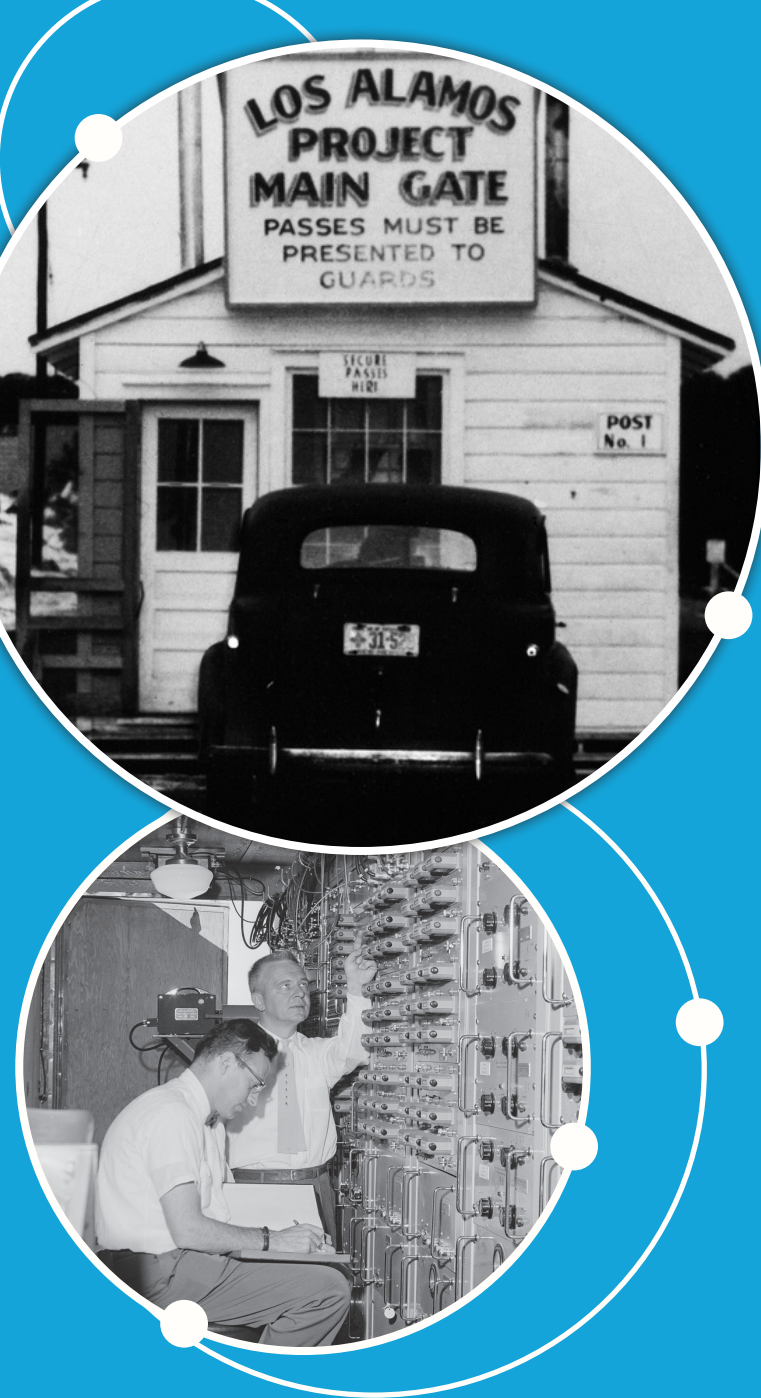


LOS ALAMOS NATIONAL LABORATORY

NEW EMPLOYEE RESOURCE GUIDE



newhires@lanl.gov



A Brief History

Los Alamos National Laboratory was established in 1943 as Site Y of the Manhattan Project for a single purpose: to design and build an atomic bomb. It took just 20 months. On July 16, 1945, the world's first atomic bomb was detonated 200 miles south of Los Alamos at Trinity Site. Under the scientific leadership of J. Robert Oppenheimer and the military direction of General Leslie R. Groves, scientists at the Laboratory had successfully weaponized the atom.

When the Japanese Empire continued to wage an aggressive Pacific war after Hitler was defeated in Europe, President Harry S. Truman chose to employ atomic bombs in an effort to end WWII. Little Boy, a uranium gun-type weapon, was used against Hiroshima; Fat Man, a plutonium implosion bomb, was dropped on Nagasaki. On August 14, 1945, the war officially ended. An invasion of the Japanese home islands proved unnecessary, thus sparing thousands of American and Japanese lives.

The Laboratory of today has the ever-present core values of intellectual freedom, scientific excellence, and service to the nation. Outstanding science is the foundation for the past, present, and future. A rich variety of research programs that directly and indirectly support the Laboratory's basic mission: to ensure the safety, security, and effectiveness of the nation's nuclear deterrent; reduce global threats; and solve emerging national security challenges. The Laboratory also works on nuclear nonproliferation and border security, energy and infrastructure security, and nuclear and biological counterterrorism.



To learn more about the history of Los Alamos, please visit the **Bradbury Science Museum**, located at 1350 Central Avenue.

Hours: Sunday & Monday: 1:00–5:00 p.m.
Tuesday–Saturday: 10:00 a.m.–5:00 p.m.
Free Admission

Closed: Thanksgiving, Christmas, and New Year's Day

www.lanl.gov/museum/index.php

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Our Mission

To solve national security challenges through scientific excellence

Our Vision

To deliver science and technology to protect our nation and promote world stability

Our Goals

WE WILL

Deliver national nuclear security and broader global security mission solutions

Foster excellence in science and engineering disciplines essential for national security missions

BY

Attracting, inspiring, and developing world-class talent to ensure a vital future workplace

Enabling mission delivery through next-generation facilities, infrastructure, and operational excellence

Our Values

Service

Serving our country, our partners, our community, and each other

Excellence

Ensuring timely mission execution through scientific, operational, and business excellence

Integrity

Building trust through intellectual honesty, ethical conduct, and individual responsibility

Teamwork

Collaborating with colleagues and partners, respecting diverse opinions and backgrounds, vigorously debating alternatives, and coming together to achieve the best solutions

Stewardship

Being good stewards of the taxpayers' dollars, the Laboratory, our community, and the environment

Safety and Security

Ensuring that safety and security are integral to everything we do

*Delivering science and technology to protect
our nation and promote world stability*



Los Alamos Postdoc Association

Career Development – The following are some of the initiatives:

Science in “3”: Postdocs are provided the opportunity to present their research to a general audience in three minutes or less. Participants are judged on how well they engage the audience, how clearly they communicate key concepts, and how clearly they focus and present their ideas—all in three minutes or less.

Research Day/Career Fair: Postdocs showcase their research through a poster presentation, in an environment fostering enhanced collaborations and technical discussions among postdocs, staff, management, and external recruiters. Participating recruiters promote job opportunities beyond the postdoc experience.

Science Outreach: Postdocs are provided the opportunity to volunteer with local schools and science outreach programs to assist in mentoring and tutoring, as well as judging at science fairs.



LAPA
Los Alamos Postdoc Association
Est. 2006

WORKSHOPS Social Events

OUR MISSION

The Los Alamos Postdoc Association at Los Alamos National Laboratory fosters a sense of community among the postdoctoral research staff, advocates for the postdoctoral community, and provides career development information to postdocs.

CONTACT INFORMATION

National Security Education Center

TA-03, Bldg. 4200, Rooms 339/340

Mail Stop T001

(505) 665-5306

postdocprogram@lanl.gov



Find us on Facebook
POSTDOCS@LOSALAMOS





Information Security

The Information Security Program at the Laboratory protects hardware, software, and communication systems from both external and internal attacks. The goal of the Information Security Program is to protect the confidentiality, integrity, and availability of information.

The Laboratory implements Department of Energy orders, National Nuclear Security Administration policies, the National Institute of Standards and Technology's Special Publications, and Los Alamos National Laboratory information security procedures to protect information from theft, loss, misuse, or abuse.



RESPONSIBILITIES

As a Laboratory general user, you are required to actively participate in information security by following all policies and procedures set forth by the U.S. Department of Energy and the Laboratory. When you use a Laboratory system, you agree to the terms and conditions of use, including the possibility that your system may be audited, monitored, copied, confiscated, or inspected.

Important Reminders

- Use your system(s) only for official purposes, while following specific work area rules.
- Protect systems from unauthorized access.
- Follow the Laboratory password policy. Use complex passwords, and never share your password or PIN with anyone.
- Understand and implement required information security protections and mitigations: use anti-malware protection and perform regular backups of information of institutional interest. Install only Information Architecture (IA)-approved hardware and software.
- Conduct everyday computing activities—logging in to your system, reading email and web content, or creating a document—using your default general user authority.
- The Laboratory protects personally identifiable information (PII). Immediately report the loss of PII to the Security Incident Team (SIT).
- Be aware of information security threats, such as misuse by insiders and phishing.
- Don't download attachments or click on links in suspicious emails. This can lead to malware or ransomware being installed on your computer.
- Promptly report any suspected information security incidents to the SIT and your responsible line manager.

CONTACT INFORMATION

Computer user responsibilities can be found at the following locations:

Information Security Procedures

<https://int.lanl.gov/policy/safeguards-and-security.shtml>.

Computing Portal

<http://int.lanl.gov/computing/>

or click the Computing link on the LANL INSIDE webpage

AskIT Service Desk (AskIT)

Phone: (505) 665-4444

Website: <https://int.lanl.gov/computing/askit.shtml>

Email: askIT@lanl.gov

Security Incident Team (SIT)

Phone: (505) 665-3505

Website: <https://int.lanl.gov/security/sit.shtml>

Email: sit@lanl.gov

Find your Information System Security Officer (ISSO) or Organizational Cyber Security Representative (OCSR) here:

http://int.lanl.gov/computing/_assets/docs/isso-ocsr-list.pdf



Human Resources: Office of Diversity & Strategic Staffing

Los Alamos National Laboratory is committed to sustaining an inclusive work environment based on four principles:

- Every person is unique and possesses individual attributes, distinct experiences, and diverse perspectives.
- Diversity can promote innovation, enhance problem-solving, cause positive change, and lead to a more successful and productive organization.
- Equal opportunity and a mutually respectful working environment are critical to the Laboratory's current and future success.
- Community partnerships are an essential and integral part of the Laboratory's commitment to diversity.



To be successful in our critical mission, it is essential that we embrace diversity and create an inclusive work environment where all employees feel welcome and fully engaged.
— Director Charles McMillan

Employee-Led Diversity Initiatives

Employee Resource and Diversity Working Groups (ERGs) are responsible for developing and implementing a wide variety of initiatives that directly assist the Laboratory in meeting its diversity-related goals and objectives. We invite you to visit our Inclusion and Diversity website to learn about Lab ERGs and additional inclusion resources.

Expectations

All Laboratory workers are responsible for fostering a mutually respectful work environment that is free from discrimination and harassment; reading and understanding equal employment opportunity, affirmative action, and diversity-related policies, requirements, and expectations; and participating in educational initiatives and/or awareness events designed to enhance understanding of equal employment opportunity, affirmative action, and diversity-related topics and issues.

Human Resources for YOU

Human Resources Division Office

Phone: (505) 667-7011

Complaint Resolution Process

Email: complaintresolution@lanl.gov

Office of Recruiting

Email: recruiting@lanl.gov

Inclusion & Diversity

Website: <http://www.lanl.gov/careers/diversity-inclusion/index.php>

Sexual Harassment Office

Phone: (505) 606-8167

Human Resources: Office of Talent Management

The Office of Talent Management (HR-OTM) provides consulting services to the Laboratory in two main human resource focus areas (organizational development and talent management) to further the strategic goals and values of the institution. HR-OTM also manages the leadership development programs at the Laboratory, with programs designed for audiences ranging from individual contributors to senior leaders.

Talent Management Consulting Services/ Program Management

- Mentoring program development
- Career progression planning
- Knowledge capture and transfer consulting
- Rotational program development
- iLEAD Student Development Program
- Succession planning

Organizational Development Consulting Services

- Strategic planning and partnering
- Change management
- Teambuilding
- Organizational restructuring
- Leader and team coaching
- Assessment services (Hogan leadership series, DiSC, Benchmark 360 instruments)
- Leadership development program management
- Leadership Institute
- Director's Leadership Development Program
- Management Academy
- Alumni programs
- Safety Academy for Excellence

CONTACT INFORMATION

Website: <http://int.lanl.gov/org/padops/adbi/hr/talent-management/index.shtml>

Email: talent@lanl.gov



Ethics & Compliance Group

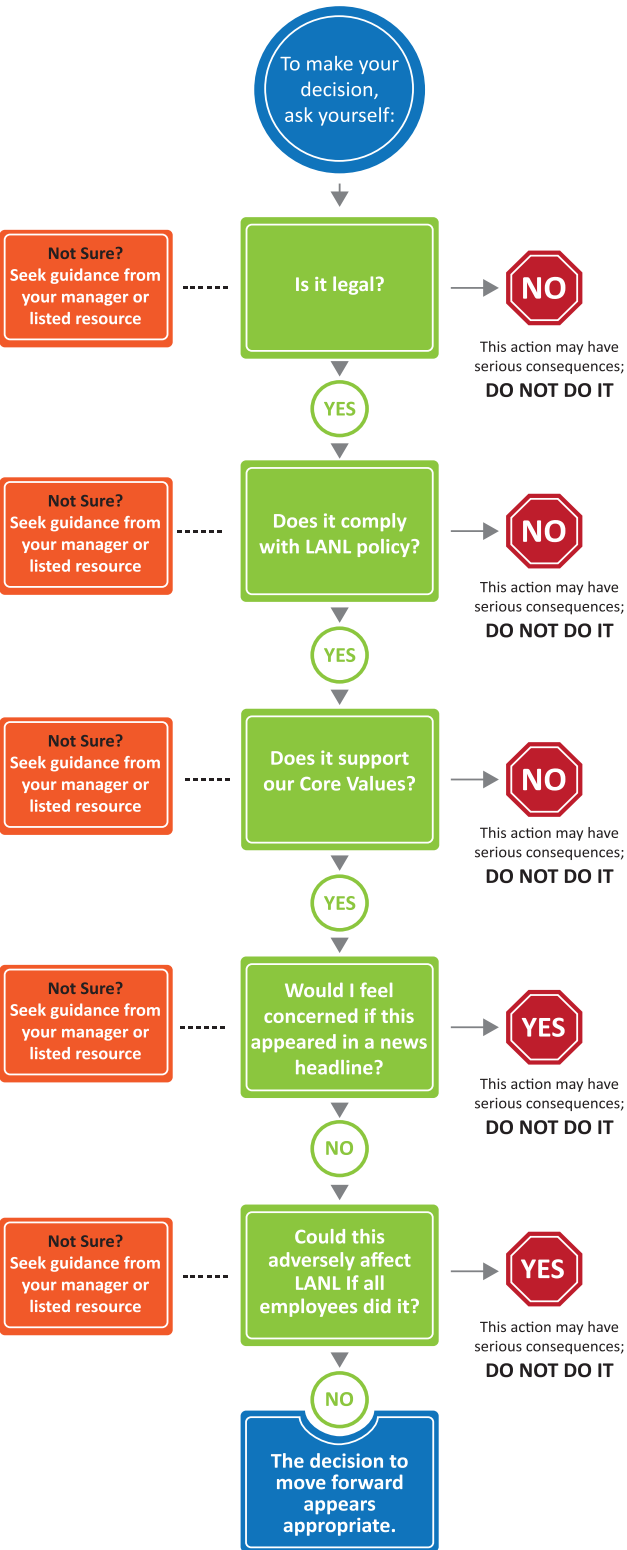
- Provides leadership and management of the Laboratory's Ethics Program, including applicable communications and training
- Provides timely advice and resources to Laboratory employees to address ethical situations
- Develops, maintains, and communicates the Laboratory's Code of Conduct
- Manages the Conflict of Interest Program in accordance with the Conflict of Interest Compliance Plan
- Advises management at all levels on ethics, conflicts of interest, and other related issues
- Manages the Ethics Liaison Program
- Manages the Laboratory's Employee Concerns Program, including conducting applicable investigations, in accordance with P793, *Employee Concerns Program*

CONTACT INFORMATION

TA-00, Bldg. 787, Room 1001
Phone: (505) 667-7506
Mail Stop: MS D449
Website: <http://int.lanl.gov/org/dir/ethics-audits/ethics-compliance/index.shtml>
Emails: EA-Ethics Group ethics@lanl.gov
 Conflict of Interest Program coi@lanl.gov
 Employee Concerns Program ecp@lanl.gov

Ethics Decision Tree

A decision tree can be a useful tool when you are faced with a difficult decision.



Employee Concerns Program

Los Alamos National Laboratory has established an Employee Concerns Program (ECP) to give Laboratory employees and subcontractors a mechanism they can use to report employee concerns, without fear of retaliation, and to have those concerns addressed through an independent, objective evaluation.

ECP can address issues such as these:

- Environment, safety, health, and quality
- Fraud, waste, and abuse
- Safeguards and security
- Harassment
- Discrimination
- Workplace violence
- Violation of law or policy



CODE OF CONDUCT

The Code of Conduct is designed to help you recognize and resolve the ethical issues that may arise in your daily work.
 - Director Charles McMillan

<http://int.lanl.gov/org/dir/ethics-audits/ethics-compliance/code-conduct.shtml>

What happens when you report a concern?

- Your report will be investigated promptly.
- It will be kept confidential to the extent permitted by law and consistent with Los Alamos National Laboratory's need to fully investigate the matter.
- You will be treated with respect.
- Your concern will be treated seriously.
- You will not be required to identify yourself.
- Only those with a need-to-know will be involved in or informed of the investigation.

Employees are encouraged, but not required, to address workplace concerns directly with their supervisors or managers before using the ECP. Employees can bring concerns to the ECP through the following avenues:

- **Call ECP 24-Hour Helpline:** (505) 665-9999 (No Caller ID)
- **Call EA-Ethics:** (505) 667-7506
- **Fax:** (505) 665-3664
- **Email:** ecp@lanl.gov
- **Send a written concern:** Mail Stop D449, Attention: Helpline
- **Meet in person with an EA-Ethics & Compliance Specialist.** TA-00, Bldg. 787, Room 1001B
- **Fill out the Concern Form and submit it electronically.** <http://int.lanl.gov/org/dir/ethics-audits/ethics-compliance/concerns-form/index.shtml>



Payroll Office

Paycheck Information

- **Pay frequency** – Employees are paid biweekly (every other Thursday for the previous two weeks).
- **First paycheck** – Your first paycheck will be delivered to your Los Alamos National Laboratory mail stop. Your group administrator will show you how to put your mail stop and other information into the Los Alamos National Laboratory phone book.
- **Direct deposit** – Direct deposit is required for all employees.
- **Entering time** – Employees are required to submit time no later than their last day worked each week unless directed by the Chief Financial Officer to submit earlier.
- **Administrative level (A-level)** – Employees with A-level computer access may submit their own time.
- **Timekeepers** – Your group has up to three timekeepers, who will enter your time per your instructions if you don't have A-level access. Your manager or mentor can help you identify your timekeepers.
- **Cost codes** – Your manager or mentor will provide the codes you need for charging time.
- **Assistance entering your time** – Ask your manager, mentor, timekeeper, or co-worker for assistance.

Check your earnings statement every payday!

Work Schedules

- All employees are automatically set up to work 5 days a week and 8 hours a day.
- Alternative work schedules can be selected with approval from your manager.
- Alternative work schedules start at the beginning of a pay period if the schedule has been approved in Oracle by your manager.

Our payday/holiday calendar and dates for early timecard collection may be found here:

http://int.lanl.gov/finance/payroll/payroll_calendars_dates.shtml

Payroll's website has a wealth of information and can be accessed from the Lab's homepage by clicking on Finance and Payroll. Please review the New Hire Information and Payroll Resources.

<http://int.lanl.gov/finance/payroll/index.shtml>

Phone: (505) 667-4594

Email: payroll@lanl.gov

Los Alamos National Laboratory Employee Resource Network

The mission of the Los Alamos National Laboratory Employee Resource Network (LERN) is to facilitate both personal and professional networking of new and established employees at the Laboratory.

We are a "plug-in" network to help create a connection with the special place where we work and which we call home. We look to build connections and relationships that will support our long legacy of excellence and make our predecessors proud.



*Be in the know about professional and social networking opportunities.
Email us at LERN@lanl.gov for more information!*



**Los Alamos National Laboratory
Employee Resource Network**



Build your network!



Make friends!



**Become a part of
the community!**





ALWAYS REMEMBER

*You are the first line of defense against foreign intelligence collection operations.
Prompt reporting of suspicious or questionable activities protects
YOU, LOS ALAMOS NATIONAL LABORATORY, and our NATIONAL SECURITY.
Get involved and report suspicious behavior and activity.*

Unclassified Foreign Visits and Assignments Program

- Foreign national access to DOE sites, programs, information, and technologies associated with open/unclassified projects may be approved, provided the access is needed to support DOE program objectives and/or U.S. national interests and provided the benefits outweigh any associated risk.
- Approval is required for all non-U.S. visitors and assignees.

Immigration Services Program

- The Immigration Services Office, in support of Los Alamos National Laboratory's mission, is dedicated to providing accurate and timely immigration-related information and services.

Counterintelligence/Counterterrorism Program

What is elicitation?

- Elicitation is the subtle technique of learning what you want to know through seemingly normal conversations, and it is a common technique used by foreign intelligence services to extract information from DOE personnel.

Office of Counterintelligence

The Los Alamos National Laboratory Office of Counterintelligence (OCI) conducts the Counterintelligence/ Counterterrorism, Unclassified Foreign Visits and Assignments, and Immigration Services Programs of the Department of Energy (DOE), National Nuclear Security Administration, and Los Alamos National Laboratory. OCI integrates these programs to foster counterintelligence and security to protect Los Alamos National Laboratory and the Department of Energy complex from foreign intelligence activity, terrorism, and insider threats with a national security nexus.

- Be alert for anyone who asks for information they have no need to know, and try to avoid being steered into sensitive topics.

Detecting and Mitigating Espionage

- While there is no absolute prevention, certain measures can help deter or detect someone engaging in espionage.
- Be alert to the characteristics that may indicate someone is vulnerable to recruitment or considering engaging in espionage. Some of these include faltering work performance, work disgruntlement, sudden and dramatic behavioral or personality changes, excessive debt or inexplicable affluence, family or marital problems, alcohol/substance abuse, or mental health issues.
- Some indicators that a person might already be involved in espionage include unauthorized removal or attempts to remove proprietary or classified material from the work area, failure to report foreign contact or travel, and willful circumvention of Los Alamos National Laboratory policies and procedures.
- Reporting these types of unusual activities may prevent someone from considering or engaging in espionage.



What You Are Required to Report

All Lab employees and contractors are important in preventing espionage and the unauthorized release of critical program information. DOE guidelines indicate that you should report the following situations:

- Substantive professional contacts and relationships with sensitive-country foreign nationals who are not permanent resident aliens or family members
- Foreign travel to sensitive countries or to nonsensitive countries if your trip is subsidized by a foreign entity
- Anomalies and/or indicators of espionage
- Unusual solicitations

What to Know When Traveling

- Los Alamos National Laboratory travelers often come under the scrutiny of foreign intelligence services, so remember that your awareness is the most important tool for protecting our information, people, and nation.
- Do not divulge classified or sensitive unclassified information, including personal information about you, your family, or colleagues, to unauthorized people.
- Refuse to accept, mail, or hand-carry anything you cannot verify, and remember to check your luggage one last time before you depart to ensure all items in it belong to you.
- Do not use computer equipment for sensitive or proprietary matters if the equipment is provided by a foreign hotel or business. Such equipment is often not properly secured.

CONTACT INFORMATION

Unclassified Foreign Visits Program Office
(505) 665-1572

Immigration Services Office
(505) 665-0760

Office of Counterintelligence
(505) 665-6090

Website: <http://int.lanl.gov/org/padgs/office-counterintelligence/index.shtml>

Public Transportation



LANL Taxi Service

Phone: (505) 667-8294

Website: <http://int.lanl.gov/org/padcap/adpm/log/log-herg/taxi-services.shtml>



Atomic City Transit

Email: atomiccitytransit@lacnm.us

Phone: (505) 661-RIDE (7433)

Website: http://www.losalamosnm.us/government/departments/public_works/atomic_city_transit/



NMDOT Park and Ride

Email: nmparkandride@state.nm.us

Phone: (866) 551-RIDE (7433),

Santa Fe Transportation Call Center

Phone: (505) 424-1110 NM

Park and Ride Dispatch

Website: http://dot.state.nm.us/content/nmdot/en/Park_and_Ride.html



Rail Runner Express

Email: riometro@mrco-nm.gov

Phone: (866) 795-RAIL (7245)

Website: <https://www.riometro.org/>



Go green with transportation!

LANL Taxi Service

If you don't want to lose your parking space or walk to a meeting, use the Lab's Taxi Service. This free service is available to any Laboratory employee. Make sure to phone in advance to schedule a pickup time that works for you. Operating schedules are on the Laboratory internal website.

Atomic City Transit

Los Alamos County operates a free bus system for all residents and nonresidents. Schedules can be found on the Los Alamos County website. Another service offered is Dial-a-Ride, which operates 6:30–9:00 p.m., Monday–Friday. Call 661-RIDE (7433) to schedule your trip.

New Mexico Department of Transportation Park & Ride (NMDOT Park & Ride)

Public bus transportation is offered between Los Alamos, Santa Fe, Española, Las Vegas, Albuquerque, Las Cruces, and many other areas. Check the NMDOT Park & Ride website for details.

Rail Runner Express

The Rail Runner train offers service from Belen through Albuquerque and ends in Santa Fe, connecting with several bus routes. From the Santa Fe stop, you can connect with a bus that takes you to Los Alamos.

Records Management Services

In the course of the work you perform here at Los Alamos National Laboratory, you will produce federal records that provide evidence of the quality and compliance of your work results. Records must be identified, scheduled, and maintained through their assigned retention period, which may be a very long time.

Service Innovation—Records Management Services (SI-RMS) offers a variety of services to assist you with these responsibilities. SI-RMS facilitates timely capture of records and reliable information retrieval to support your needs.



Visit records.lanl.gov for services and tools.

Website: <http://int.lanl.gov/services/records-management/index.shtml>

The records.lanl.gov website is your SI-RMS services guide. SI-RMS serves you in these ways:

- Helps you store hardcopy records in a National Archives and Records Administration—certified Records Storage Facility at Los Alamos National Laboratory
- Helps you store electronic records so they are readily accessible in the Electronic Records Management System (ERMS)
- Provides analysis and consulting services and tools
- Puts you in touch with your organization's Records Management point of contact
- Helps you retrieve records to support your work
- Provides processes to help you disposition records eligible for destruction

Additional services are available at records.lanl.gov and include the following:

Special Collections Management

A variety of document collections, including historical archives, classified report collection, photographic archives, and UK documents.

Official Lab Correspondence Control

Director's Office correspondence control and classified mail channels

Freedom of Information Act

Los Alamos National Laboratory responds to requests for information under the Freedom of Information Act

Information Preservation Projects

Collaboration with the Los Alamos National Laboratory Weapons Program to preserve mission-critical data records on various media and to make the records available electronically

Los Alamos National Laboratory Historian Services

Tours, lectures, and research by the LANL historian, available for Lab employees, key internal and external stakeholders, and the National Nuclear Security Administration's defense laboratories



Need assistance if you are injured at work?

Need personal or work-related advice and confidential counseling?

Occupational Medicine

Location: TA-03, Building 1411

Hours: Monday–Friday, 7:00 a.m.–5:00 p.m.

Medical Provider on Call (24 Hours)

(505) 667-0660 (Press 1 for questions about work-related injuries.)

Contact: occmed.lanl.gov

(505) 667-0660

Employee Assistance Program

- Confidential counseling for personal and/or work-related problems
- Available for all badge holders and their family members
- Guidance for DOE actions on security clearances

Contact: eap.lanl.gov

(505) 667-7339

Ergonomics

- Office and non-office ergonomic evaluations
- Office and non-office demonstration room

Contact: ergo.lanl.gov

(505) 665-3190

Need help setting up a pain-free work environment?

Need a free fitness facility?

Wellness Center

Location: TA-03, Building 1663

Hours: Monday–Thursday, 5:30 a.m.–7:30 p.m.

Friday, 5:30 a.m.–6:00 p.m.

Services and Programs

- Group exercise classes
- Fitness consultations and assessments
- Nutrition consultations
- Health & safety classes/fairs
- Healthy heart stations
- Virgin Pulse Program information

Eligibility: Open to all Los Alamos National Laboratory employees, Department of Energy employees, student employees over 18 years old, Centerra-Los Alamos employees, and Los Alamos Fire Department employees.

Contact: wellnesscenter.lanl.gov

(505) 667-7166

Occupational Health

INTEGRITY

We adhere to professional and ethical standards.

CUSTOMER FOCUS

We believe that people come first.

ACCOUNTABILITY

We take ownership for our actions.

RESPECT

We value differences in others.

EXCELLENCE

We strive to exceed your expectations.

Our Values:
ICARE



OUR MISSION

Our mission is to promote a healthy, safe, and productive workforce. Occupational Health's services make up a comprehensive program intended to protect and promote the physical and mental health and well-being of the Los Alamos National Laboratory workforce. Occupational Health is an innovative leader within the Department of Energy complex.



Virgin Pulse is an institutional wellness program that provides employees with the tools to take an active role in their own health and well-being. The program promotes changes to healthier behavior. It provides members with access to health tips and information, engagement opportunities, and rewards!

Website: www.join.virginpulse.com/lanl

Employee Giving

Sharing your time, talent, and dollars with our Northern New Mexico neighbors

Community Partnerships Office

Los Alamos National Laboratory is committed to giving back to its Northern New Mexico neighbors. Our Community Partnerships Office manages a variety of giving programs to provide opportunities for Laboratory employees and retirees to make gifts of time, talent, and dollars to improve our neighbors' quality of life.



Volunteers for Wreaths Across America

Los Alamos National Laboratory Employee Giving Campaign

\$26 million donated through the Employee Giving Campaign since 2007

Since 1954, Los Alamos National Laboratory has partnered with local and regional nonprofit organizations, including the United Way of Northern New Mexico, United Way of Santa Fe County, and 500 other nonprofits, to conduct an annual campaign to raise money for improving the quality of life of our neighbors and helping provide them with critical services. Employees can contribute in several ways: through a one-time or biweekly payroll deduction or by credit card. The Laboratory's parent company, Los Alamos National Security, LLC (LANS), has generously matched employee donations up to \$1 million annually to make an even greater impact on our communities.

Los Alamos Employees' Scholarship Fund

1211 students - \$6.1 million in scholarships since 1999

In 1998, Los Alamos National Laboratory and its employees, retirees, and contractors collaborated with the LANL Foundation to create the Los Alamos Employees' Scholarship Fund. The fund's goal is to provide scholarships that support Northern New Mexico students who are pursuing four-year undergraduate degrees in fields that will serve the region. Awards are based on academic performance, leadership potential, critical thinking skills, and career goals. Financial need, diversity, and regional representation are integral components of the selection process. Employees can contribute through a one-time, biweekly payroll deduction or by credit card. Los Alamos National Security, LLC (LANS), provides a \$250,000 match of employee contributions annually.



LAESF Scholarship Recipients

Giving Drives

900 backpacks filled with school supplies, 37,288 meals donated, 1,095 holiday gifts, and 300 pairs of shoes

Throughout the year, the Laboratory sponsors a variety of giving drives to improve the quality of life for our Northern New Mexico children, families, adults, and senior citizens.

Volunteer Program

3,000 employee and retiree volunteers annually serving 200,000 hours at 200 nonprofits

You will find Laboratory employee and retiree volunteers judging science fairs, sorting food, building houses, mentoring children, and serving on community boards.

Join our 3,000 volunteers and share your gift of time and talent.

CONTACT INFORMATION

LANL Community Partnerships Office: (505) 665-4400

Email: giving@lanl.gov

Website/Giving System: <http://www.cybergrants.com/LANL/giving>

Richard P. Feynman Center for Innovation

Innovation at Los Alamos National Laboratory is supported by the Richard P. Feynman Center for Innovation (FCI). FCI helps the Laboratory meet its national security mission objectives and helps it convert new ideas into solutions that make U.S. industry more competitive in an ever-changing global marketplace. FCI is responsible for protecting and leveraging the Laboratory's intellectual property, licensing technologies and software, and managing industry research partnerships. Through FCI, we emphasize "mission-focused" technology transition, a focus inspired by Feynman's legacy of creativity and unconstrained thinking about big problems.



CONTACT INFORMATION

Website: <http://int.lanl.gov/org/padgs/feynman-center>

Phone: (505) 665-9090

Email: feynmancenter@lanl.gov

Los Alamos National Laboratory Research Library

The Research Library provides extensive digital collections of scientific and technical literature, standards, and specs in support of the Laboratory's information needs. Library staff members are available to provide training on how to use the many products, tools, and resources available to researchers at the Laboratory. Badge holders may access the Research Library 24/7 using the badge reader.

CONTACT INFORMATION

Website: <http://int.lanl.gov/library/>

Phone: (505) 667-5809

Service Desk hours: Monday–Friday
8:00 a.m.–5:00 p.m.

Email: library@lanl.gov



Agile, responsive knowledge services that connect people with information, technology, and resources



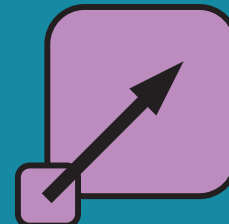
INNOVATE



EVALUATE



PURSUE



SCALE

Intellectual Property

Intellectual property (IP) is the foundation of Los Alamos National Laboratory's innovation assets. It consists of the Laboratory's portfolio of patents (inventions) and copyrights (software) that have been protected to underlie our technology. Creating value and bringing recognition to our researchers through intellectual property (in concert with peer-review publication) are important objectives.



The electronic Invention Disclosure Reporting (eIDR)

system (<http://eidr.lanl.gov>) is available for Los Alamos National Laboratory staff to use for disclosing any inventions and software. For questions about your disclosure or IP or if you have a classified disclosure, please contact the IP Team at fci-ip@lanl.gov.

Agreements

There are three basic types of agreements through which FCI facilitates partnerships and sponsored work between LANL and industry, non-DOE agencies, and universities. Those agreements are Non-Disclosure Agreements (NDAs), Cooperative Research and Development Agreements (CRADAs) and Strategic Partnership Projects (SPPs). Basic information about these agreements can be found on the FCI website at <http://int.lanl.gov/org/padgs/feynman-center/agreements/index.shtml>

Los Alamos LaunchPad

Los Alamos LaunchPad programs are professional development opportunities aimed at inspiring and supporting our R&D scientists and engineers so they can thrive at the intersection between basic science and applied technology and between federal sponsors and private sector partners. This suite of programs promotes critical thinking and innovating, which are central to successful delivery on future challenges. For specifics on each program, visit the FCI website at <http://int.lanl.gov/org/padgs/feynman-center/policies-guidelines/launchpad/index.shtml>

Search for books, journals, and technical reports: <http://primo.lanl.gov>

You will need an active Z-number and CRYPTOcard to access collections from offsite or at home. Use remote access:
<https://login.ezproxy.lanl.gov>

Search for LANL technical reports or LA authors:
<http://lasearch.lanl.gov>

Search for abstracts and citations of peer-reviewed literature:

- **Web of Science** webofknowledge.com
- **Scopus** scopus.com
- **ProQuest SciTech Collection**
search.proquest.com

If you are new to a subject area or working on a cross-disciplinary research topic, find out what resources the Research Library has to offer by research area: <http://lanl.libguides.com>

To request training, fill out our request training webform: <http://int.lanl.gov/library/help/forms/index.shtml>



Worker Safety & Security Team (WSST)

Los Alamos National Laboratory is committed to thriving as a learning organization, and collaborative workforce-management partnerships are essential to the Laboratory's success. Successful partnerships rely on active and meaningful worker engagement and committed management support—the attributes of a Voluntary Protection Program (VPP) site. VPP provides prestigious accreditation to sites that go above and beyond compliance to tackle complex safety and security issues and ensure that workers have a safe and secure work environment. In 2014, the Laboratory became the largest DOE site to receive the highest VPP accreditation: VPP Star status.



*Learn together, grow together, succeed together.
Join a Worker Safety and Security Team.*

Thanks to the workforce

The Laboratory's role as a VPP Star site can be largely attributed to the worker-driven and management-supported teams known as Worker Safety and Security Teams (WSSTs). More than 850 WSST members are positioned in organizations throughout the Lab, from the group to the institutional level. The teams collaborate to drive solutions for the Laboratory's complex challenges.

- The Institutional Worker Safety and Security Team (IWSST) meets periodically to collaborate on institutional issues. The group is composed of two WSST members from each directorate.
- Group, geographic, organizational, and directorate WSSTs serve as advocacy teams for unique areas or in specific fields.
- The Student WSST (SWSST) advocates for the many students who work and research at the Laboratory.



GET INVOLVED!

Employees are highly encouraged to attend and be involved in their local group or institutional WSST.

VPP Office

<http://int.lanl.gov/org/padops/adesh/voluntary-protection-program-office.shtml>

WSST

<http://int.lanl.gov/safety/wsst/index.shtml>

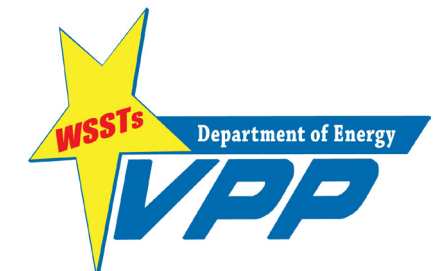
IWSST

<http://int.lanl.gov/safety/wsst/iwsst-reps.shtml>

SWSST

<http://int.lanl.gov/safety/wsst/swsst/index.shtml>

WSSTs showcase their organizations' successes at an annual, Lab-wide celebration fondly known as WSST Fest.





Los Alamos National Laboratory Women's Employee Resource Group

The LANL Women's Employee Resource Group creates positive, diverse woman-based opportunities at Los Alamos National Laboratory.

Objectives

- Encourage high ethical standards
- Create a resource for constructive feedback and support
- Build understanding of activities/missions across LANL
- Encourage personal growth, learning, and teaming
- Make the Laboratory a better place to work; mentor and provide resources
- Test new ideas
- Celebrate successes
- Develop and widen networks

The group is open to all employees. To join and receive notification of events, send an email to listmanager@maillist.lanl.gov and include the term "subscribe lanlwomengrp" in the body of the message.

*Los Alamos National Laboratory makes a place for women
at the Lab with employee resource groups.*

Atomic Women

Atomic Women provides networking opportunities, support, and education for women in science and engineering at Los Alamos National Laboratory.

Meetings include the following:

- Panels or informal discussions with summer students
- Speed-networking events
- Technical talks by members
- Invited in-house speakers on such topics as mentoring, career development, stress management and resiliency, HR issues, gender bias in science and engineering, communication in the workplace, management and leadership skills, diversity issues, networking, professional coaching, and work-life balance ("work-life fit").

For more information, please contact us:
<http://int.lanl.gov/employees/diversity/index.shtml>

Bootstraps (ADPM-MOF Women's Group)

The Associate Directorate for Project Management (ADPM) is the home organization for project managers, craft workers, and staff deployed to support the Laboratory infrastructure—and Bootstraps is a home for women in this organization.

The mission of Bootstraps is to provide career resources and guidance through cross-functional networking and mentorship opportunities, training and knowledge-sharing to achieve enhanced professional capabilities, an improved work environment, and increased organizational diversity awareness, using a sensitive and respectful forum.

For more information, please contact us:
<http://int.lanl.gov/employees/diversity/index.shtml>

Human Resources: Personnel Records

Who are we?

We are a group of highly diversified individuals who maintain official personnel folders (OPFs) and benefits folders for current and former Los Alamos National Laboratory employees. Contract employee records are kept by the contract company (e.g., COMPA Industries Inc., Edgewater, etc.), not LANL.

Who has access to your information?

- Current and former employees and their authorized representatives
- Investigators and DOE auditors
- Hiring officials, line management, and Laboratory attorneys

CONTACT INFORMATION

P.O. Box 1663, MS P235
TA-3, Otowi (Bldg.261), Rm S232
Los Alamos, NM, 87545

Phone: (505) 667- 4451 (Opt. 1)

Fax: (505) 667-6446

Email: personnel@lanl.gov

Website: <http://int.lanl.gov/employees/staffing-guidance/hr-process-guide/personnel-records-staffing/index.shtml>

We've got you covered!

Hours of Operation
Monday–Friday, 8:00 a.m.–3:00 p.m.

Need a Verification of Employment (VOE)?

We can do that!

If you would like a VOE, submit a written request to voe@lanl.gov. In the written request, include your full name, Z-number, and whether you need your salary included. You may also come to Personnel Records with a valid photo ID and verbally request a VOE.

Need to change a name? (LANL employees only)

We can do that, too!

Bring to Personnel Records a copy of your new Social Security card, showing your new name, or the bring original receipt from the Social Security Office, showing that you have applied for a name change. (Name changes cannot be made without this documentation.)

Need a copy of your official personnel folder?

We have you covered!

Personnel Records is located in the Otowi Building within the Human Resources Department (through the double doors next to the Badge Office). You may come in and ask to view your OPF in our office during our operating hours.

What type of identification is needed to view an official personnel folder?

You will need to show a form of photo Identification (LANL badge, passport, driver's license, or state identification card) in order to access your personnel record.

Need to update your personal information?

If you have any changes to your personal information, go to Oracle, Worker Self-Service, and update as needed. If you are unable to access Oracle, send an email to rr-desk@lanl.gov. Your personal information will be amended per your request.



Ombuds Office

What We Do

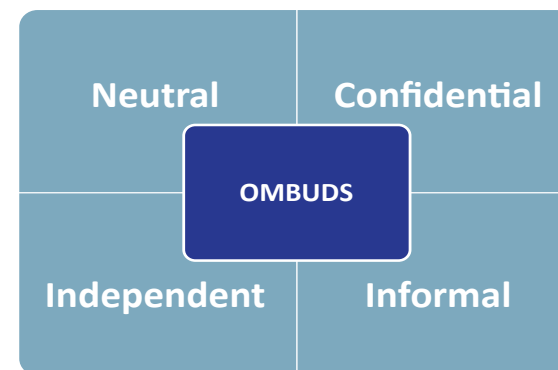
- Provide a safe place for individuals to engage in informal and confidential conversations
- Coach and assist individuals in reframing challenges and evaluating options
- Offer neutral, informal mediation and facilitation between parties in conflict
- Help visitors explore options and refer to appropriate resources and policy
- Deliver communication-skills training through educational presentations and workshops

MISSION

The mission of the Los Alamos National Laboratory Ombuds Office is to enhance communication and mitigate conflict at the Laboratory.

Contact the Ombuds Office when you want to . . .

- Confidentially discuss difficult situations with a conflict resolution professional
- Receive coaching on how to better communicate or handle conflict
- Better understand formal reporting channels or policies
- Consider informal, non-escalating approaches
- Receive an impartial perspective
- Discuss strategies or explore options for resolving workplace issues
- Maintain flexibility while approaching workplace challenges
- Register for or schedule a presentation



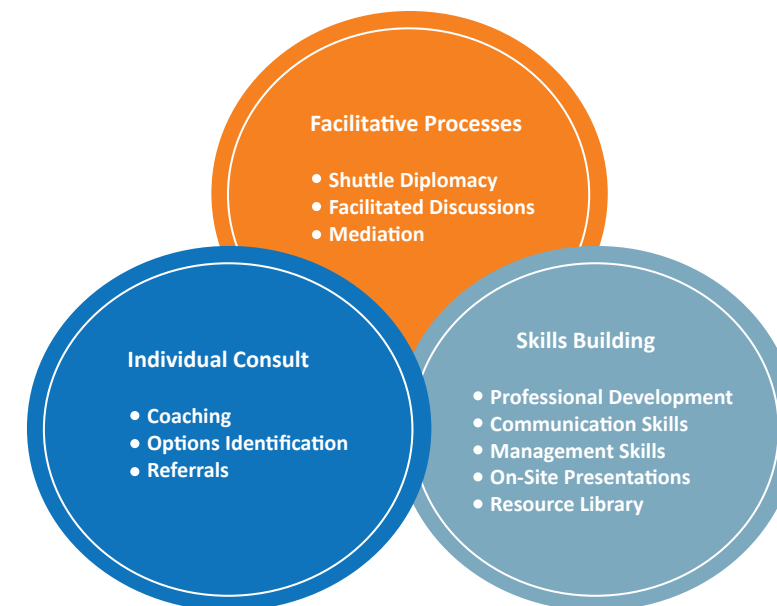
Standards of Practice

The Ombuds Office operates in accordance with the International Ombudsman Association's standards, which include neutrality, independence, confidentiality, and informality. www.ombudsassociation.org

WE LISTEN

Those We Serve

The Ombuds Office is available to anyone in the Laboratory workforce, including students and contractors. We are also available to outside organizations for help in resolving technology partnership and business issues.



CONTACT INFORMATION

Office phone: (505) 665-2837

Anonymous Help Line: (505) 667-9370

Email: ombuds@lanl.gov

Website: <http://www.lanl.gov/ombuds>

Location: Suite #114, Central Park Square, Downtown Los Alamos

CONFIDENTIAL
INFORMAL
UNBIASED
NEUTRAL
INDEPENDENT
SOLUTIONS

What is an organizational ombudsman?

An organizational ombudsman is a designated neutral who serves all employees.

- Facilitates the informal resolution of workplace concerns
- Provides confidential, impartial, and informal conflict resolution and problem-solving services

Communication Arts & Services

The high-performance teams within the Communication Arts and Services (CAS) Group support the Laboratory's internal and external communication efforts, offering professional, high-quality products and services.

We have built our reputation on overall customer service principles, which include being responsive to our customers' requirements and delivering on time.



Whether you need to address Lab colleagues, the scientific community, or the general public, CAS communication experts help you develop communication products that are compelling, creative, economical, and targeted to your audience.

Need more info or ready to get your project started?

Submit an online request for CAS services (pdf).

int.lanl.gov/org/dir/cpa/cas/request_service.shtml

Email us: crs@lanl.gov | Call us: 667-4636 (667-INFO)



Quality Matters

Quality Matters is a review service developed by CAS to improve the quality of high-profile communication products at the Lab. Trained writer-editors are available to provide a "fresh pair of eyes" to catch anything you may have missed. They will look for errors and inconsistencies and suggest corrections, and they'll do it as quickly as possible so your schedule won't be delayed.

Quality Matters is not an editing or formatting service. It's a high-level quality check. If you need full editing or expert formatting, let CAS know; it provides those services, too.

Doing it yourself? The Lab's Identity website (<http://int.lanl.gov/communication-standards/>) has downloadable templates.

Experts in communication

- Branding, marketing
- Electronic publishing
- Exhibits, displays
- Illustration, design
- Writing, editing
- Floor stands and signs

New Mothers – Nursing Options

We are happy to make accommodations for nursing mothers, including the provision of permanent and prefabricated lactation facilities. Our prefabricated Mamava Pods are well-lit and roomy, have smart-lock combination keypads and interior deadbolts, and are equipped with electrical outlets and motion-activated lighting and vents. New mothers must bring their own breast pumps or other needed equipment; refrigerators are provided.



The Laboratory is proud to support nursing mothers.

CONTACT INFORMATION

To learn more, visit Occupational Health at

<http://int.lanl.gov/employees/health-wellness/occupational-medicine/resources/new-mothers.shtml>

or call the Laboratory's Reproductive Health Assistance

Program at (505) 667-0660



Mobile & VISIBLE Team



LocateIT App:

LocateIT is the best way to find employees, buildings, and organizations at the Lab. Get driving directions and employee contact information using LocateIT on your mobile device or on the web at locateit.lanl.gov.



Los Alamos: Secret City of the Manhattan Project

Take a virtual tour of WWII Los Alamos and the Trinity Site. Experience the environment that brought a group of scientists together to develop a weapon unlike any other in human history—a weapon to harness the awesome power of the atom. While in Los Alamos, use the augmented reality feature to open a window to the past and see the town as it was during WWII.

Download for Free on iOS & Android

CONTACT INFORMATION

Mobile Team

Website: apps.lanl.gov

Phone: (505) 655-4444

Email: mobile@lanl.gov

VISIBLE Team

Website: visibleteam.lanl.gov

Phone: (505) 667-2884

Email: visible@lanl.gov



The Laboratory's first employees, many of them Nobel Prize-winning scientists, came with their families to Northern New Mexico's Pajarito Plateau, where they lived and worked in isolation for the duration of World War II.



Get the latest information on openings, delays, closures, emergencies, etc.

UPDATED HOTLINE: (505) 667-6622 or 1-877-723-4101

www.lanl.gov



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youtube.com/users/LosAlamosNationalLab



Glassdoor.com/LosAlamosNationalLaboratory



flickr.com/photos/losalamosnatlab



P.O. Box 1663 | Los Alamos, NM 87545 | email: newhires@lanl.gov

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